

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive for Inspections and Security  
 FROM : CSB

DATE: FEB 25 1948

25X1A SUBJECT: Administrative Instruction [REDACTED]

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Section 6-f of Administrative Instruction [REDACTED] presently provides that all classified material released will bear the following notice:

"This document contains information affecting the national defense of the United States within the meaning of the Espionage Act, 50USC, 31 and 32, as amended. Its transmission or the revelation of its contents in any manner to an unauthorized person is prohibited by law."

25X1A [REDACTED] par. 18-b, requires that such a notation be placed on all classified documents which are furnished to persons other than those in the military or naval services. [REDACTED] however, does not define an "unauthorized person". The term is briefly and very generally discussed under par. 4-d as follows: "Confidential military information will neither be discussed with nor disclosed to unauthorized persons. The contents or whereabouts of confidential documents, cryptographic devices, or materiel will be disclosed only to those persons in the Military Establishment whose duties require that they have such knowledge and to such other persons of especial trust who must be informed. Those to whom confidential information is entrusted or disclosed are responsible for its safe custody and security."

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(The underlining in the quoted statements has been added.)

In view of the fact that the term "unauthorized person" is subject to a very loose interpretation by the recipient of a classified document, and further, in view of the fact that some Congressmen are prone to furnish constituents a verbatim copy of information they obtain, or to make additional copies of such information for their files, it is suggested that par. 6-f of Administrative Instruction [REDACTED] be amended to provide that documents shall also bear a notation to the following effect: "No copies, either in its entirety or in any part, are to be made of this document". It is further suggested that the letter transmitting such documents, as mentioned in paras. 6-g and 6-i, contain an appropriate reference to the restriction imposed.

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In the event it is deemed advisable to authorize a Congressman to make copies of a classified document, it is suggested that the letter of transmittal containing such authorization should also point out that the copies, either in whole or in part, are to be treated the same as the original document with respect to security and must be kept in a three combination locked safe when not in use.

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Chief, Security Branch, SO

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C-O-N-F-I-D-E-N-T-I-A-L

## INTELLIGENCE ACTIVITIES

8. CONTROLS FOR DISSEMINATION AND USE OF INTELLIGENCE AND INTELLIGENCE INFORMATION

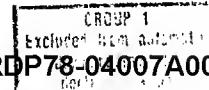
a. GENERAL. This paragraph prescribes the policy and procedures for the implementation of DCID 1/7, Controls for Dissemination and Use of Intelligence and Intelligence Information, and is issued for the purpose of preventing the unauthorized disclosure of intelligence and intelligence information. The effective date of DCID 1/7 and this paragraph is 21 August 1962. This paragraph also prescribes certain internal Agency control markings.

## b. POLICY

- (1) Classified or controlled intelligence information originating in another department or agency shall not be disseminated or used outside of CIA without permission of the originating agency except as may be provided in Agency regulatory issuances, including subparagraphs c, d, and e below. In controlling dissemination and use of intelligence and intelligence information, the need-to-know policy shall be closely followed.
- (2) Whenever it is deemed necessary to provide special controls for intelligence or intelligence information, either because of the substance of the information or to provide additional protection of intelligence sources and methods, the appropriate control marking or markings prescribed herein shall be placed upon the document. Any non-CIA document bearing any of the control markings set forth in DCID 1/7 as implemented by [REDACTED] shall be controlled carefully in strict conformity with the requirements and restrictions of this paragraph. Oral and visual disclosures of information shall conform with the intent and requirements of this paragraph.
- (3) The standardization of the control markings and procedures prescribed herein does not preclude the addition of those internal controls considered essential to meet extraordinary internal requirements.
- (4) Any CIA component desiring to use, quote, extract, summarize, disseminate, or release a document marked with a control, in a manner contrary to the limitation of that control marking, must obtain the permission of the originating agency or CIA component.
- (5) Permission from the originator to use, in whole or part, any intelligence or intelligence information in a manner other than specified by the control markings applies only to the specific purpose of the requestor and does not automatically

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